



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	3	Center Administration	
Section	3	Center records (N.J.A.C. 10:122-3.3)	

§10:122-3.3 Center records

(a) Requirements for access to center records are as follows:

1. The center's records shall be open for inspection by authorized representatives of the Office of Licensing.
2. The center's records shall be open for inspection by authorized representatives of the Department's Institutional Abuse Investigation Unit (IAIU) and, provided that they may only secure information about children under the Department's supervision.

(b) Requirements for maintenance of center records are as follows:

1. Children's records shall be maintained on file for one year after the child is no longer enrolled at the center.
 - i. Records for children currently enrolled at the center shall be maintained on file at the center, unless otherwise specified in this manual.
 - ii. Records for children no longer enrolled at the center shall be maintained on file either at the center or at a central administrative office.
2. Staff records shall be maintained on file for one year after the staff member is no longer working at the center.
 - i. Records for staff members currently working at the center shall be maintained on file at the center, unless otherwise specified in this manual.
 - ii. Records for staff members no longer working at the center shall be maintained on file either at the center or at a central administrative office.

3. All other records shall be maintained on file at the center for one year after the record is made or received, unless otherwise specified in this manual.